

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a technical, highly responsible clerical and stenographic classification involving the taking of dictation, accurate typing of correspondence, reports and records and all other duties of a secretary including receptionist responsibilities. Incumbent acts as clerical and appointment administrative assistant to the Police Chief and for other ranking police officers.

EXAMPLES OF WORK:

(NOTE: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Takes and transcribes dictation and types from rough draft and other sources, letters, memoranda, forms and other material;

Acts as clerical assistant to the Chief of Police, composes important correspondence, relieves the Chief of minor clerical and administrative details and relays orders and instructions to other clerical personnel at the Chief's direction;

Answers telephone in Chief's office, dispenses information to callers, in accordance with policy and appropriately refers callers on to the Chief or to other officers of divisions;

Acts as office receptionist for Chief and other ranking officers, routing visitors to the proper officer as indicated;

Prepares Chief's report to the Administrative Authority concerning departmental activity and conditions in the city of interest to the department;

Prepares any correspondence, report, record, purchase order or any routine detail of office operations as required;

Takes statements from witnesses and confessions from prisoners;

Performs various related duties as assigned, required, or indicated.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of modern office practices and procedures and of business English, spelling, arithmetic;

Good judgement in making decisions in the light of established procedures and precedents, and resourcefulness in meeting new problems;

Skill in the use of typewriters, adding machines and other office equipment;

Ability to handle routine clerical operational details independently;

Ability to accurately and effectively take and transcribe dictation and to type from notes and recordings;

Ability and willingness to take and follow oral instructions and to establish and maintain satisfactory working relationships with other employees and the public and retain confidential information.

QUALIFICATION REQUIREMENTS

Must be not less than eighteen (18) years of age at time of appointment from employment list;

Must have not less than a high school education and have sufficient training to indicate the ability to satisfactorily perform the required work;

Must successfully pass a medical examination assuring good health sufficient to indicate, in the opinion of the local civil service Board, the physical ability to satisfactorily perform the required work and meet all other general provision of Paragraph 23 of the Municipal Fire and Police Civil Service law and must successfully pass a psychiatric examination before appointment from employment list;

Must successfully pass a Civil Service examination testing aptitude for beginning work in this class.

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